

Schedule Adjustment and Course Withdrawal



Keene State College Policies and Procedures

Schedule Adjustment and Course Withdrawal

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Adding a Course

Students may continue to add a course online beginning with the first day of the semester through the completion of classes on the seventh calendar day of the semester. Any course a student wishes to add for which they do not meet the prerequisites and/or there are not seats available, requires the signature of the instructor or department chair on a Schedule Adjustment form. The signed form must be submitted to the Registrar's office prior to the end of the period.

In the case of a course scheduled to begin on a date other than the beginning of a semester, a student has the option of adding the course any time from the start of the semester through the seventh calendar day after the course start date. The instructor or department chair's signature is required on a Schedule Adjustment form once the class has begun which then must be submitted to the Registrar's office prior to the end of the seventh calendar day after the course start date.

Late Course Addition

Students may Self-Add courses in the first seven (7) calendar days after the beginning of the semester.

Any course addition more than seven (7) calendar days after the beginning of the semester will require a Schedule Adjustment form, the instructor signature only.

Any course addition occurring more than fourteen (14) calendar days after the beginning of the semester requires a Schedule Adjustment form:

- the signature of the Instructor
- the signature of the Director of Student Accounts indicating the student's account is up-to-date. The signed Schedule Adjustment form must be submitted to the Registrar's Office.

In the case of Independent Studies, Internships, and courses for which an audition is required, students have until the 17th calendar day after the beginning of the semester to add by submitting to the Registrar's Office a completed Special Permission form (when required) and a Schedule Adjustment form with the instructor signature.

Adding courses after the semester has ended is prohibited.

Dropping a Course

Once students register for a course, they are responsible for dropping any course they decide not to attend or are required by policy to drop.

Students may drop a course at any point prior to the first day of the semester through the completion of classes on the seventh calendar day of the semester. Students may drop a course electronically in Self Service. Any course dropped during this time period will not be recorded on a student's permanent academic record.

Students may drop a course scheduled to begin on a date other than the beginning of a semester at any point prior to the first day of the semester through the seventh calendar day from the course start date using the procedure specified in the preceding paragraph. Courses dropped during this time period will not be recorded on a student's permanent academic record.

Withdrawing from a Course

Students have the option of withdrawing from a course from the end of the schedule adjustment period through the end of the 11th week of classes in a semester. In order to understand the full impact of withdrawing from the course, students should communicate with the course instructor concerning their academic progress in the course, their academic advisor(s) or the Office

of Academic and Career Advising and possibly the Financial Aid Office.

Prior to the end of the course withdrawal period students may drop a course electronically in Self Service. A “W” will be recorded on the student’s permanent record. The “W” will not affect the student’s grade point average.

After the 11th week, students will receive a letter grade for the course as assigned by the course instructor. This grade will be recorded on the student’s official academic record and, depending on the grade, will be included in the student’s grade point average. The default grade for a student who has registered for a course that they did not attend will be a “W”.

Students requesting a change of grade in a course they believe they have dropped or withdrawn from must initiate the request for change within five business days of receiving the grade. Please see the [Grade Appeals policy](#) for additional information. Course schedule adjustment and withdrawal regulations and timelines for sessions other than the traditional fall and spring semesters (e.g., summer sessions and quarter terms) are published in the Keene State College Academic Calendar or the appropriate bulletins pertaining to those sessions.